

2009 Spaghetti Supper Decorations Committee Report

Chair: Sharyl Stropkay (sharyl@lifestyledesign.biz)
Co-Chair: Stacy Velazco
Committee: Nicole Pinard
Kelly Guarino-Stringham
Terry Golson

This year the committee created a different decorating theme to go with the newly designed event logo. The committee decided on an Italian restaurant decor theme.

It was a bit more work and money to collect the items needed for the theme, but they were bought and donated by the committee with the hopes that much of it could be re-used next year.

The committee members also each donated \$50. to pay the \$250. fee of our strolling violinist (a friend of Hans and Mary-Lynne Bohn). He played both outside on the plaza and in the lobby to keep people entertained while they were waiting.

NOTES ON DECOR

Plaza/Outside

- We borrowed Terry Golson's green pop-up party awning to create a restaurant-like entrance. We also added an easel with the menu for the evening and a sign that said Ristorante Spaghetti Supper. Two large mums borrowed from Millbrook Farms in Concord were used to decorate the front entrance.
- We blocked off the main stair to Corey with ribbon and directional signs, and had people come up the ramp to line up.
- We set up two outdoor umbrellas near the entrance (borrowed from committee members) to create the feel of an outdoor terrace and borrowed some outdoor patio chairs to scatter around.

Lobby

- We borrowed white table cloths to cover the raffle tables and decorated the cloths with fake grapevine and leaves (in storage). We also borrowed more mums to decorate the tables, as well as two large outdoor grasses in clay pots which we placed on the heater fans in the lobby.
- We cleaned up the look of the entrance by carefully removing all of the cafeteria posters and notices and then replacing them when we were done.

Dining Room

- We tidied up by removing all lost and found items and cleaning stuff and removing as many cafeteria notices and posters as we could.
- We purchased vinyl table covers, red for the long tables, and red and white checked for the round, from I-party. Need about 2 100 ft. rolls of each kind to cover the tables and then use the red and white check to cover part of the pillars.

We taped the cloths to the underside of the tables with duct tape (other tape not strong enough).

- Each table had a centerpiece of a Chianti bottle with a couple fake sunflowers in it, a pizza pan meant to hold the condiments and dressings, a glass votive holder with fake battery-operated candle. Long tables with red vinyl also had red and white cloth placemats (actually dishtowels) that we put the pizza pans on top of, red and white checked tables didn't have the cloths. We printed menus and put in plastic frames and also printed out table numbers for each table (for server).
- All of the Chianti bottles, fake flowers, pizza pans, etc. are in Spaghetti Supper Storage.
- We borrow six live trees which were placed in the corners of the window wall and put white twinkle lights on them. To get power to that wall we ran an large heavy-duty outdoor extension cord (borrowed--plug in behind juice machine outside) through the middle windows and then strung together long indoor extension cords along the floor tucked under the heaters, to get all of the trees lit. White extension cords are in storage.
- We kept only the can lights on in the cafeteria and left off the fluorescents.
- We wrapped each of the cement columns in the red and white check to hide the posters. Wrap went up about 7', not to cover entire column.
- We brought the podium from the auditorium up to be the hostess stand. Host wore tuxedo, hostess also dressed up.
- We covered the bulletin boards in red vinyl table cover to cover up cafeteria posters and then put up large blow ups of Italy photos (in storage). We also posted thankus to vendors there.
- We borrowed some Italian flags and hung them for decor as well.

Other Notes

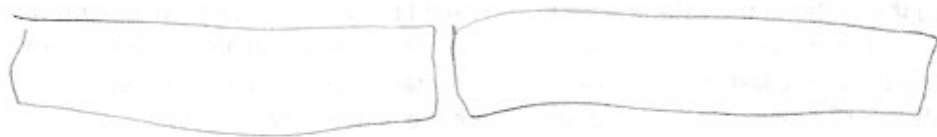
- Craig at Millbrook Farms in Concord was very nice and was happy to loan us the plants we needed to decorate. I borrowed two large floor pots of mums, 2 large grasses and about 10 other table size mums which we put in baskets to also decorate larger tables (baskets in storage)
- The dollar store in Burlington, by Old Navy and Joann fabrics was a great place for all of the decor items. May need to repurchase red and white dishtowel/placemats, when we washed them some of them had the color run and are now pink :(
- The strolling violinist was a big hit. He is a symphony friend of the Bohn's and can be reached through them.

PS. David Flannery did not like the idea of umbrellas inside (one of our original ideas) Make sure to check with him on anything that may be a fire hazard. He was OK with trees + twinkle lights, but if next year's committee adds anything questionable - check w/ him.

Long Tables

$\frac{12}{18}$
 $\frac{18}{30}$ or 20

(9) 2 6 foot sections - gap in between



(2) Octagons 5' x 5'

(4) Rounds 6' x 6'

(4) Ovals 5' x 6'

(2) Squares 5' x 5'

velvet rope / rope to cordon off areas

6 cement pillars - 16" square - 7' up to cover posters

6 corners for trees along windows

No power on outside wall under windows

Sharyl Stropkay

From: Mary-Lynne Bohn [mlb@goaccent.com]
Sent: Friday, September 11, 2009 3:23 PM
To: Sharyl Stropkay
Subject: Strolling Violin

Hey-

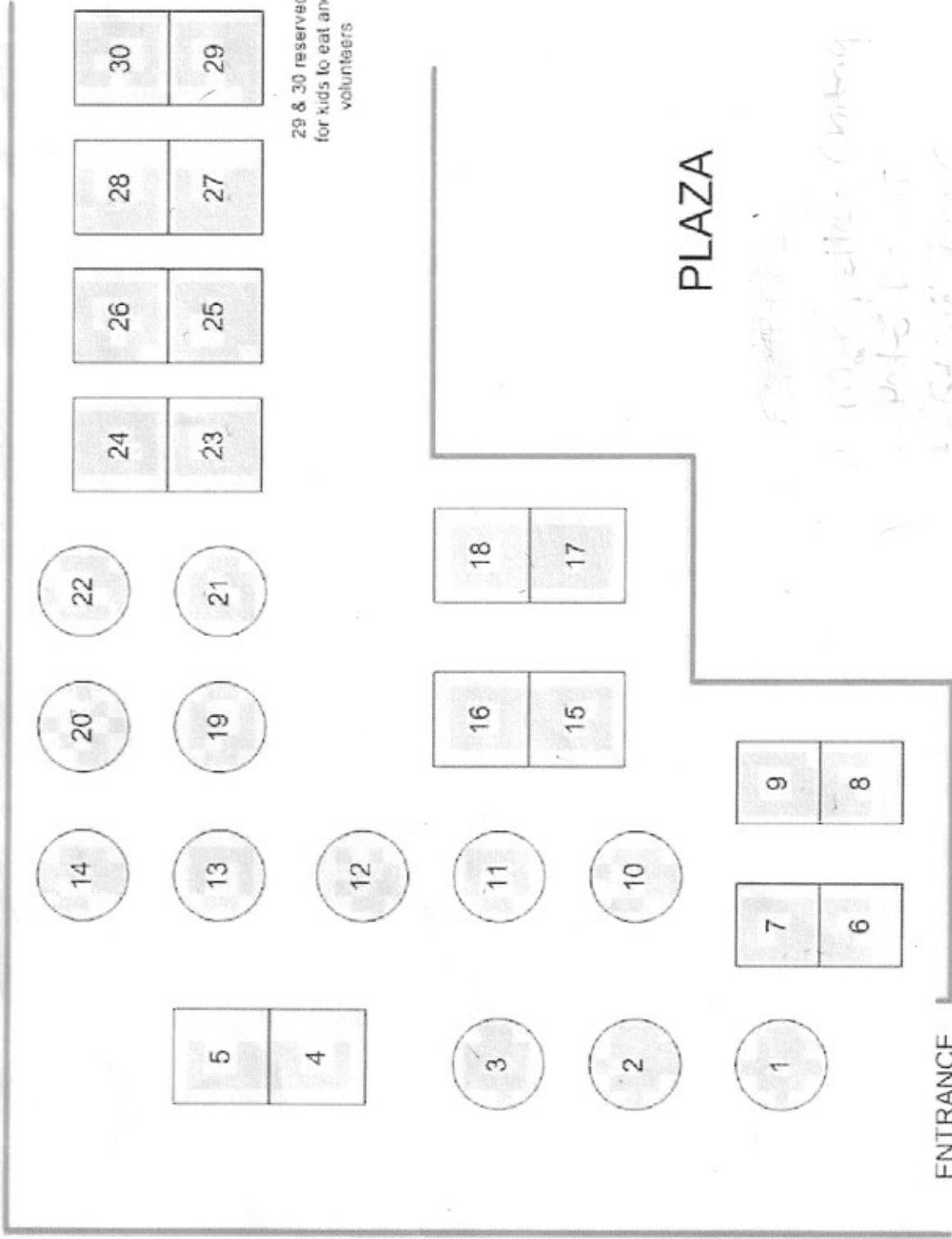
This is a long shot but we have a friend who plays Pops who could stroll/play pretty much anything during dinner. He'd be amazing but we'd have to pay him. I'm thinking we could find a few people to "privately" fund him if you are at all interested. It's probably over the top and it may be just too chaotic, but it would be hilarious (ooohhhh...especially if it rained and people had to hang out in the auditorium to wait....).

Too much SS talk around here this week!! Will stop by to grab the poster over the weekend!

Mary-Lynne

Elizabeth

KITCHEN DOORS



Sharyl Stropkay

*Fabric used for
Stage Dance?*

Terry-Chianti

Made-Cloths

Table Size

From: Phil Lotane [plotane@val-legal.com]
Sent: Friday, September 18, 2009 12:45 PM
To: Jenn Albanese; Otto Judicke; peg@gladstonefamily.net
Cc: sharyl@lifestyledesign.biz
Subject: Seating capacity

I checked the tables in the cafeteria yesterday, and I think we are safely within the seating limit of 230. By my calculations, the tables would accommodate a maximum of about 184. Just so you know, the schematic that we passed around at the last meeting is a little off. It has 21 tables, and there were 20 yesterday. It also shows 9 long tables and 12 perfectly round tables. There are in actuality:

- 9 long tables (which I believe would hold 12 people each)
- 4 round tables (8 people each)
- 4 oval tables (6 people each)
- 2 octagonal tables (6 people each)
- 1 square table (8 people)

Even if we squeeze 2 additional people at each table, we'd be at 214. If anyone wants to check my math next time you're in the cafeteria, feel free! I did not count the chairs in the cafeteria, because I assume there are additional chairs that someone could move in. Thanks.

-- Phil

On 9/11/09 12:20 PM, "Phil Lotane" <plotane@val-legal.com> wrote:

I traded voicemails with David Flannery yesterday. He said no permit or FD approval is necessary prior to the S.S., but that we just need to be cognizant of the following fire code requirements:

- Limit of 230 diners in the dining room.
- 6-foot clearance at all egress doors

I will check the table configuration in the dining room next week, to make sure we aren't in danger of exceeding 230 diners (and to verify that the table diagram that we have is accurate).

Sheryl — David mentioned that he received a call about decorations, so it sounds like you've made contact with him.

-- Phil

*18
8
3*

29 centerpieces